

# KANSAS STATE UNIVERSITY

## ANNUAL DECLARATION AND DISCLOSURE

### Disclosure Policy and Procedures

In order to comply with federal regulations and Board of Regents (BOR) policy, Kansas State University (KSU) requires all unclassified faculty and staff with 100% time appointments to annually file Annual Declaration and Disclosure. Faculty and unclassified staff members who hold fractional appointments who have potential or possible conflicts of time or conflicts of interest are also required to file disclosure forms. Please refer to the policy on Conflict of Interest and Conflict of Time Commitment. The disclosure forms assess any real or potential conflicts of time or financial interest that are related to faculty research and other university activities. If you answer "NO" to all questions on Section A, then simply sign and return Form A. If you answer "YES" to any question on Form A (with the exception of Section B.1) then complete the appropriate sections of the Disclosure Form B, sign and return both forms.

Kansas State University recognizes the value of faculty and staff interaction with business and industry, private foundations, and government agencies to foster the University mission, facilitate professional development, and promote expansion of knowledge. In some cases the external activities of faculty and staff, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in real or apparent conflicts regarding commitment of time. BOR policy states that full-time unclassified faculty and staff of K-State owe their primary professional responsibility to their employing institutions and their primary commitment of time and intellectual effort should be to the education, service, research, and scholarship missions of the University. Faculty and unclassified staff should maintain a presence on campus commensurate with their appointments. External professional activities that take time away from University responsibilities should be discussed with the department chair or other immediate supervisor to obtain concurrence that the activities do not constitute a conflict of time commitment. A **Consulting Request** should be completed and approved prior to engaging in external professional activities. Disclosure of relevant significant financial interest is required of all full-time faculty and unclassified staff and all other University employees who have potential or possible conflicts of interest or time commitment. Failure to comply with the policy may result in disciplinary action. Also, individuals will not be allowed to submit internal or external grant applications without compliance.

#### Definitions

**Conflict of Interest:** A potential conflict of interest occurs when there is a divergence between private interests and professional obligations to the University such that an independent observer might reasonably question whether the professional actions or decisions are determined by personal financial gain.

**Conflict of Time Commitment:** A potential conflict of time commitment exists when professional activities external to the University exceed reasonable time limits or whenever primary professional responsibility is not to the University.

**Covered Individuals:** Kansas State University policy covers all full-time unclassified faculty and staff and all others who have potential or possible conflicts of interest or time commitments.

**Family:** Family includes spouse, dependent children, and members of personal household.